



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROJECT DESIGN COORDINATOR I

Job Number: 20001419

Job Code: 70650V000101

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 06/16/1985

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional work participating in the preparation of site plans, architectural plans, engineering plans, feasibility studies and/or construction projects and plans. Researches and drafts technical designs and specifications subject to review and approval; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in engineering, engineering technology, architecture, landscape architecture or a related field.

EXPERIENCE:

Must have three years of experience in site planning, landscape or facilities design or facilities construction or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Participates in the design of new structures and/or the renovation and restoration of existing structures to suit the agency's needs. Assists in the preparation of construction plans, specifications and cost estimates, within statutory limitations, for the construction of proposed projects. Performs detailed and technical drafting. Conducts site surveys to determine site characteristics such as lay of terrain, views, public and service access, utility availability and soil conditions. Advises field construction personnel regarding construction procedures and scheduling. Makes field inspections and monitors construction. Revises in house tracings to as built. Conducts research, topography studies and resource inventories necessary in preparing plans. Prepares projects programming submittals for small projects and assists in the preparation of same on large projects. May meet with representatives of consulting firms to discuss projects. Writes reports, correspondence, etc. as assigned by supervisor. Informs supervisor of progress on projects.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in the office and in the field. Will be exposed to risks inherent to construction sites.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.